

The following stepwise procedure should be followed:

1. Download the EPA inventory for the required year. (This is only necessary if you plan to use EPA's inventory as a starting point.) EPA will issue instructions and the location of the files well ahead of the deadline for submission of your inventory. See the following web location for 1996 and 1999 data download procedures:

<http://www.epa.gov/ttn/chief/net/index.html#submit>

2. Download and install quality assurance (QA) software which should be used before submitting data to EPA. Your data will have to be imported into a MS Access database to perform QA checks. Details regarding the QA software can be found at the following web address:

<http://www.epa.gov/ttn/chief/nif/index.html#qa>

3. Once data has passed the QA checks mentioned above, submit data to EPA through the Central Data Exchange (CDX). You will need to register to use the CDX if you have not used it in the past. Registration procedures can be found at the following web address:

<http://www.epa.gov/ttn/chief/nif/cdx.html>

4. Please follow EPA submission requirements as defined in the CERR (see above):

June, 2003 - Submit for year 2001, major point source data to NEI. (See enclosure two.)

June, 2004 - Submit for year 2002, point, area, mobile (road and non-road), and area source data to the NEI. Biogenic emissions will also need to be reported to establish a 2002 baseline. However, additional submissions are not necessary unless land use characteristics change or emission estimation methods significantly change (per 40CFR Part 51.30).

5. Complete questionnaire at the CDX site regarding how the file is formatted (e.g. NIF version, XML version, or other). When you finish data submission via CDX, an e-mail should be sent to the following EPA contacts alerting us of your submission:

John Pavitt [pavitt.john@epa.gov](mailto:pavitt.john@epa.gov)

Madonna Narvaez [narvaez.madonna@epa.gov](mailto:narvaez.madonna@epa.gov)

Emad Shahin [shahin.emad@epa.gov](mailto:shahin.emad@epa.gov)

William Puckett [puckett.william@epa.gov](mailto:puckett.william@epa.gov)

Sally Dombrowski [dombrowski.sally@epa.gov](mailto:dombrowski.sally@epa.gov)

This e-mail should describe what you are submitting (e.g. point, area, mobile sources for 2002 including all criteria pollutants and HAPS). This e-mail should also contain documentation of the procedure that you used to prepare your inventory. Your documentation should include whether the NIF QA

software has been run on the file and whether all errors have been resolved. The version of the QA software should be stated. You should include (or refer to) portions of your Inventory Project Plan (IPP) that you used to prepare the inventory. If you downloaded and approved the inventory as prepared by EPA, then you should so indicate.

6. You may be asked by the Emission Factor Inventory Group (EFIG) to correct errors in your submission. If you filtered your data through the QA program mentioned in 2.), your errors will likely be minimized.

7. EPA will be preparing higher versions of your inventory before data are used for modeling, risk assessment, and made available to the public. You will be asked to review these versions and let us know if you approve or disapprove. You will need to submit corrections for the portion of the inventory for which you do not approve.